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# Diving Duty Pay

## Introduction:

This section provides the procedures for starting, changing, and stopping Diving Duty Pay. This entitlement is paid to members who are entitled to basic pay and are: (1) assigned by orders to diving duty; (2) required to maintain proficiency as a diver by frequent and regular dives; and (3) actually performing diving duty.

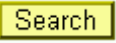

## Reference:

Chapter 4 - U.S. Coast Guard Pay Manual  
COMDTINST M3150.1

## Procedure:

Diving Duty Pay stops automatically on the day of PCS departure.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Diving Duty Pay.

Step	Action
1	<p><a href="#">Select</a> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Employee Entitlements</b></p>
2	<p>A search page will appear. <a href="#">Enter</a> the member's Employee ID number or other search criteria and <a href="#">click</a> the  button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <div><p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p></div>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web application titled "Entitlements". At the top right, there is a "View All" link and a pagination control showing "1-2 of 2". Below the title bar, there is a table with two rows of entitlements:

Code	Description	Action	Details	Action
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

At the bottom of the screen, there are several buttons: "Save", "Return to Search", "Update/Display", "Include History", and "Correct History". Below the buttons, there is a navigation bar with the same links as above: [Employee Entitlement Summary](#) | [Employee Entitlement Detail](#).

Select [View All](#) in the title bar.

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Select the [Include History](#) button located at the bottom right-hand portion of the screen so that all payments of Diving Duty Pay will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History](#) button.

Note: The current selection will have a white background.

- You may use the [Update/Display](#) button to start Diving Duty Pay; however, we recommend using the "Include History" mode so all payments will display.
- Use the [Include History](#) button to view all payments of Diving Duty Pay. Only new entitlements can be entered in this mode.
- Use the [Correct History](#) button to update or delete entries of Diving Duty Pay. A listing of all payments will be displayed.


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### **If a Diving Duty Pay row exists in the Summary Panel...**

Click the  button adjacent to Diving Duty Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7)

### **If a Diving Duty Pay row doesn't exist in the Summary Panel...**

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "DDP" in the look-up box   or use the magnifying glass to search for and select the Diving Duty Pay earning code.

Then click the  button adjacent to Diving Duty Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

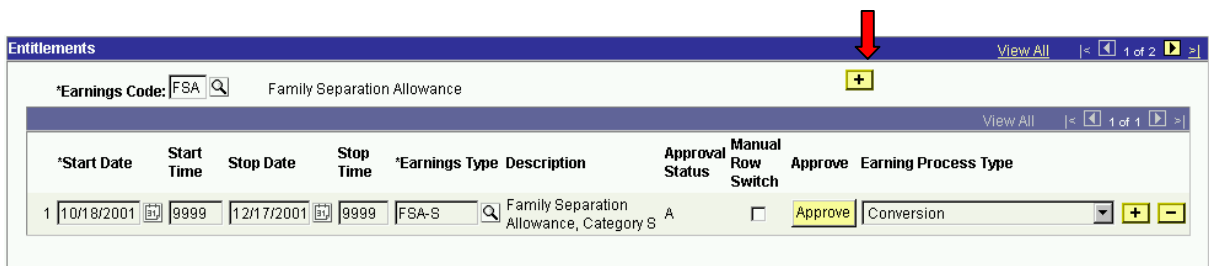
**Select** the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

**Select** the  button located at the bottom right-hand portion of the screen so that all entries of Diving Duty Pay will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

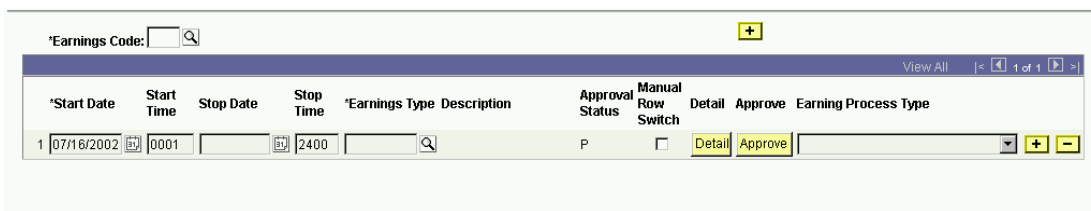
**Select** View All from the displayed title bar to list all entitlements.

**Scroll up** to find the “DDP” Earnings Code. If Diving Duty Pay isn’t listed (after clicking View All), click the  button from any entitlement as shown below.




The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code' with 'FSA' entered. Below it is a table with columns: Start Date, Start Time, Stop Date, Stop Time, Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The first row shows an entitlement for 'Family Separation Allowance, Category S' with start date 10/18/2001 and stop date 12/17/2001. A red arrow points to a yellow plus button in the top right corner of the table area.

The following screen appears below the previous entitlement...



The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code' with 'DDP' entered. Below it is a table with columns: Start Date, Start Time, Stop Date, Stop Time, Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The first row shows an entitlement for 'Diving Duty Pay' with start date 07/16/2002 and stop date 07/24/2002. A yellow plus button is visible in the top right corner of the table area.

**Type** “DDP” in the Earnings Code field or use the magnifying glass  to search and select the Diving Duty Pay Earnings Code.

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## **Starting Diving Duty Pay** (See Steps 8-10 for other options)

In the  mode, click the  button shown below.



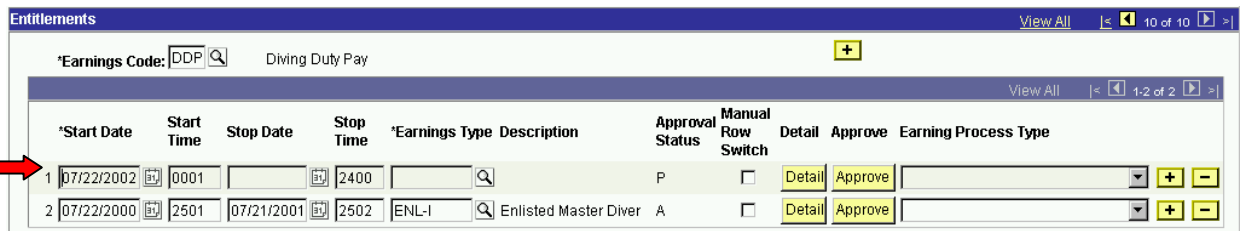
Entitlements View All |< 1 of 10 >|

\*Earnings Code:  Diving Duty Pay 


*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/22/2000	2501	07/21/2001	2502	ENL-I	Enlisted Master Diver	A	<input type="checkbox"/>	Detail	Approve	



The following entry line appears...







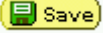
Entitlements View All |< 1-2 of 2 >|

\*Earnings Code:  Diving Duty Pay 

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/22/2002	0001		2400			P	<input type="checkbox"/>	Detail	Approve	
2 07/22/2000	2501	07/21/2001	2502	ENL-I	Enlisted Master Diver	A	<input type="checkbox"/>	Detail	Approve	


Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired start date. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.  <b>Note: The Diving Duty Lapse Date in JUMPS will default to the start date each time a new entry is made.</b>
Start Time	Pre-filled
Stop Date	<u>Enter</u> the last day of entitlement or leave blank to pay continuous Diving Duty Pay. Use the calendar button  to select the desired date. You can also <u>Click &amp; Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used. Payment of Diving Duty Pay does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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
## Stopping Diving Duty Pay

In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' screen. At the top, there's a search bar with 'Earnings Code: DDP' and a magnifying glass icon. Below it, a table lists entitlements. The first row is highlighted, showing 'Start Date: 07/24/2002', 'Start Time: 2400', 'Stop Date' (blank), 'Stop Time: 2400', 'Earnings Type: ENL-I', 'Description: Enlisted Master Diver', 'Approval Status: A', and 'Manual Row Switch' (unchecked). The 'Stop Date' field is highlighted with a red arrow.



Enter the following information...

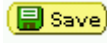
Field	Action
Stop Date	<a href="#">Enter</a> the last day of entitlement by using the calendar button  to select the date. You can also <a href="#">Click &amp; Drag</a> over the date field then <a href="#">Type</a> the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	<a href="#">Select</a> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b>
	Not Used – Payment of Diving Duty Pay does not require audit and approval.
	<a href="#">Click</a> this button (located at the bottom left of the screen) to approve the entry.

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## Correcting Diving Duty Pay

In the  mode, [find](#) the Diving Duty Pay row to correct.

[Click & Drag](#) over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

[Click](#) the  button located at the bottom left of the screen.





To change the effective start date or an incorrect earnings type, you must delete the entire row (Step 10) and then start a new Diving Duty Pay entitlement (Step 7).

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## **Deleting Diving Duty Pay**

In  mode, find the Diving Duty Pay row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total Diving Duty Pay entitlement will be recouped when using this feature.

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*End*